



**CITY OF NORTH BRANCH
COMPLAINT FORM INSTRUCTIONS**

Please complete all areas above the double heavy line; this information is required so that we can properly handle your concerns. The location of the property/situation you are concerned about is essential. Your name, address, and phone number are pertinent to the City staff that will be handling the complaint. This information is needed in case we should have any questions or require further clarification regarding your concerns. Should you any additional questions when filling out this form please feel free to contact the City of North Branch at 651-674-8113. We are available Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

CITY OF NORTH BRANCH

COMPLAINT FORM

Date: _____

Department:

Administration

Finance

Planning

Zoning

Engineering

Building Inspections

Public Works

Fire

Rescue

Police

Utilities

Liquor Store

Streets

Parks

Building

Other

Complaint/Comment/Concern:

(Continue on back or attach separate sheet if more space is needed)

Location (Address of complaint): _____

If required I give the City of North Branch permission to enter my property to conduct this investigation.

Your Name: _____

Your Address: _____

Your Telephone Number: _____

Signature: _____ Date: _____